

DD/S&T-3428-66

29 JUN 1966

MEMORANDUM FOR: All Office Directors, DD/S&T

SUBJECT: Restrictions on FY 1967 Travel

- REFERENCES:
- a. Memorandum from The President to Heads of Executive Departments and Agencies, Subject: Further Restrictions on Employment and Travel, dtd 20 May 1966
 - b. Memorandum for the Executive Director-Comptroller from the DD/S&T, Subject: Restrictions on Employment and Travel - FY 1967, dtd 31 May 1966 (DD/S&T-2126-66)

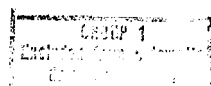
1. In consonance with reference which urged all possible efforts to minimize controllable expenses, this Directorate has adopted a savings target for travel expenses in FY 1967 of 10 percent of the amount budgeted.

2. Accordingly, each office should review its domestic and overseas travel requirements for FY 1967, both TDY and PCS, for the purpose of planning such reductions as will be necessary to limit total travel expenses in 1967 to 90 percent of the amount budgeted for your office. The 10 percent targeted savings figure will be reported separately in status of funds reviews as "Travel Savings Target". This amount will not be used for any purpose without the express approval of the DD/S&T. The FY '67 budgeted amount for individual offices, the 90 percent allowable amount, and the 10 percent targeted savings amount are reflected on the routing sheet transmitting this memorandum to each respective office.

3. Each office is asked to furnish the DD/S&T with an estimate of travel costs for each month of FY 1967 within the 90 percent ceiling. Reports of actual total cost of travel will be required on a monthly basis against these estimates, and, in any month where the cumulative travel costs exceed the cumulative estimate, a rescheduling of estimates for remaining months will be required.

DD/S&T

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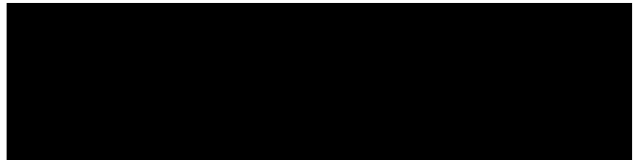
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4. This memorandum in no way alleviates the responsibility of the Office Directors and other designated travel authorizing officials to severely evaluate the necessity for each trip authorized. No travel will be authorized unless a net benefit to the Government can be demonstrated.

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Executive Officer
Directorate of
Science and Technology

Attachments

References a. and b.

Distribution:

Orig - D/OCB
1 - D/OEL
1 - D/ORD
1 - D/OSA
1 - D/OSI
1 - D/OSP
1 - D/TMSAC
1 - DD/DD/S&T 25X1A
1 - [Redacted]
1 - Comptroller, DD/S&T
2 - DD/S&T Registry ✓

O/DD/S&T/[Redacted]:jh (29 June 66)

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